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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 4200.1F**Effective Date: November 14,
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 (NASA Only)

Subject: NASA Equipment Management Procedural Requirements

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Appendix H: Survey of Lost, Damaged, or Destroyed Equipment

H.1 Purpose. To prescribe the administrative and procedural requirements for the survey of lost, damaged, or destroyed equipment. This requirement is applicable to all Government-owned equipment onsite at NASA Headquarters and Centers for which equipment accountability is the responsibility of the Government and the official records are the Centers' equipment control system.

H.1.1 Equipment held by contractors or grantees is governed by the provisions of the Federal Acquisition Regulations (FAR), the NASA FAR Supplement, or the NASA Grants Guidance. This part does not apply to onsite contractors under the Installation-Accountable Government Property (IAGP) clause, NASA FAR 1852.245-71. They are required by the IAGP clause to establish and adhere to a system of written procedures for compliance with user responsibilities. And, such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property. This part does not apply to Government equipment held by a contractor or grantee, whose records are the official property records, and the equipment is accountable under a NASA contract or grant.

H.2 General Policy. A survey will be initiated immediately after discovery that Government property has been lost, damaged, or destroyed. A survey is an administrative action whereby the loss, damage, or destruction of Government property is documented, investigated, and reviewed to determine pertinent facts, adjust the records, and determine the extent or absence of personal responsibility for loss, damage, or destruction. When theft is suspected and property cannot be located, the Center Security Officer will be notified immediately. A copy of any investigative report and finding will become part of the Survey Report when issued.

H.2.1 Procedures for Submitting a Survey Report

H.2.2 When Government property for which equipment accountability is maintained becomes lost, damaged, or destroyed, the user (or individual who last had possession of the property at the time) will immediately notify their property custodian. If theft is suspected, the property custodian will notify the Center Security Officer and Office of the Inspector General immediately. The individual will then prepare Part I of a Survey Report, NASA Form 598. After completion of Part I of the Survey Report, the user or individual will submit the document to the division director through the accountable property custodian. If the user or person who last had possession of the equipment is unknown or no longer a NASA employee, it is the responsibility of the property custodian to complete Part I of the survey report.

H.2.3 The division director (or the next highest level of management if the Government employee is the division director) will review the survey report(s) submitted by the user, specify in Part II the corrective action that is proposed or has been taken to prevent recurrence, sign Part II of the Survey Report, and forward it to the Supply and Equipment Management Officer.

H.3 The Center Supply and Equipment Management Officer or designee will do the following:

- a. Verify or ascertain the value of the lost, damaged, or destroyed property and authorize the processing of the NEMS delete transaction.

- b. Ensure maintenance of a Survey Report Register. Each report will be assigned a number and entered in the register upon initial receipt. All documents pertaining to a Survey Report will be identified with the report number.
- c. Refer Survey Reports to either the Property Survey Board or the Property Survey Officer as appropriate.
- d. Ensure follow-up on the implementation of all recommendations arising from the survey process for adequate internal control.
- e. Forward a copy of all reports initiated on Capitalized items (valued at \$100,000 or more) to the Headquarters Logistics Management Division.

H.4 In cases of damage, appropriate technical personnel of the Center will be requested, when necessary, to assist in developing repair costs which will be included as part of the report. All lost, damaged, or destroyed controlled property with a total acquisition cost greater than \$5,000, less reasonable depreciation, will be referred by the Property Survey Officer to the Property Survey Board for investigation and disposition. Investigations should be thorough but consistent with the magnitude of the type of item and its value and the probability of individual neglect or misconduct. Property surveyed as lost but found later will be reinstated in NEMS.

H.5 Time Limit on Submitting Survey Reports and Completing Action.

H.5.1 Survey Reports must be submitted by the division director (or the next highest level of management if the Government employee is the division director) to the Center SEMO within 30 working days of the discovery of loss, damage, or destruction of property.

H.5.2 Recommended action(s) by the Survey Board should be completed within 90 working days of the division director submittal. The 90-working-days time limit is at the discretion of the Center SEMO and may be extended or reduced when necessary. As stated above, the SEMO must ensure follow-up on the implementation of all recommendations arising from the survey process.

H.5.3 Supporting documentation for Survey Report actions must be retained by the Center SEMO. Therefore, all supporting documentation must be forwarded to the SEMO by the Property Survey Officer or the Property Survey Board or equivalent forum for inclusion in the official survey files.

H.6 Investigation and Findings by Property Survey Officer or Property Survey Board.

H.6.1 Each Survey Report will be fully investigated, and written findings will be made by the Property Survey Officer or Property Survey Board as to the facts concerning the loss, damage, or destruction of the Government property. Such findings will include the extent or absence of personal responsibility, including findings as to whether the loss, damage, or destruction resulted from negligence, misuse, dishonesty, or misconduct on the part of the Government employee. All evidence, testimony, or other information considered during the investigation must be clearly documented.

H.6.2 If the loss, damage, or destruction of Government property is found to have resulted from negligence, misuse, dishonesty, or misconduct on the part of the Government employee, the Property Survey Officer or Property Survey Board will send written notification to the Government employee in question and afford such individual the opportunity to present a written statement of facts concerning the loss, damage, or destruction of the Government property. A copy should also be forwarded to the division director concerned. The statement will become a part of the Survey Report and will be considered in the findings and recommendations of the Property Survey Officer or the Property Survey Board.

H.6.3 The Property Survey Board will hold meetings as required, and all actions will be documented in written minutes. To meet the requirements of paragraphs H.6.1 - H.6.2, these minutes will be in addition to the statements included in the Survey Reports and will constitute part of the investigation record.

H.7 Recommendations by the Property Survey Officer or the Property Survey Board.

H.7.1 On the basis of the investigation and findings, the Property Survey Officer or Property Survey Board may recommend to the division director (or the next highest level of management if the Government employee is the division director) that the Government employee involved will:

- a. Be held financially accountable and responsible for the loss, damage, or destruction of the Government property.
- b. Be disciplined pursuant to NPR 3752.1, Disciplinary and Adverse Actions.
- c. Be relieved from accountability and responsibility for the loss, damage, or destruction of the Government property.

H.7.2 The Property Survey Officer or Property Survey Board will apply the following standards in making its findings and recommendations. A Government employee should be relieved from accountability and responsibility, whether financial or otherwise, for any loss, damage, or destruction of Government property if:

- a. He or she satisfactorily explains the circumstances surrounding the loss, damage, or destruction.

- b. The evidence is consistent with such explanation.
- c. Under the circumstances, the loss occurred despite reasonable care and precautions.

H.7.3 On the basis of the investigation and findings, the Property Survey Officer or Property Survey Board may also recommend specific corrective or preventive action to reduce the probability of recurrence.

H.8 Approvals by Property Survey Officer

H.8.1 The Property Survey Officer shall review all Survey Reports and related evidence and return Survey Reports to the Property Survey Board for further information or analysis. The Property Survey Officer will have final approval authority for all Survey Reports.

H.8.2 Once a Survey Report is approved by the Property Survey Officer, the Property Survey Officer or Property Survey Board will ensure that the following actions are accomplished:

- a. The specific corrective or preventive action set forth in the Survey Report is taken by the appropriate offices.
- b. The Center management is fully informed of the implementation of all recommendations concerning specific corrective or preventive action arising from the survey process.
- c. Indications of illegal or unethical conduct are referred to the Inspector General in accordance with NPD 9800.1, NASA Office of Inspector General Programs.
- d. Complete documentation on the loss, damage, or destruction is forwarded to the SEMO for retention and distribution, as defined in this section.

H.9 Disposition of Survey Reports

H.9.1 If the Survey Report recommends that the Government employee should be held accountable and responsible for the loss, damage, or destruction, the division director (or the next highest level of management if the Government employee is the division director), in consultation with the appropriate Personnel Office, Financial Office, and the Center Chief Counsel (or the Office of the General Counsel, NASA Headquarters), will decide whether to adopt the recommendations of the Property Survey Officer or Property Survey Board with regard to the financial liability of the Government employee.

H.9.2 If these recommendations are adopted, the Center Financial Office will apply the following standards in determining the amount of liability:

- a. For lost or destroyed property, the amount of liability will be the acquisition cost of the property, less reasonable depreciation.
- b. For damaged property, the amount will be the lesser of the following: the actual cost to the Government to restore the property to the same condition it was in immediately preceding the damage, or the acquisition cost value of the property, less reasonable depreciation.

H.9.3 The amounts found owing to the Government as a result of the loss, damage, or destruction may be voluntarily remitted by the Government employee upon the request of the Financial Office or may be collected by administrative offset, pursuant to applicable regulations implementing 5 U.S.C. 5514, as amended.

H.9.4 If the findings and recommendations of the Survey Report indicate that the loss, damage, or destruction of the Government property resulted from negligence, misuse, dishonesty, or misconduct on the part of the Government employee, disciplinary action may be taken in accordance with NPR 3752.1, Disciplinary and Adverse Actions.

H.10 Reporting

H.10.1 The Center Property Survey Officer, in conjunction with the Chairperson, Property Survey Board, or designee, will ensure that feedback is provided to the Center Director via a written report, at least annually, through official channels.

H.10.2 This report, at a minimum, should include the total number of Survey Reports processed at the Center during the reporting period, the total number of Survey Reports submitted by each directorate or equivalent organization, the acquisition cost, less reasonable depreciation of the lost, damaged, or destroyed property for each directorate or equivalent organization, and general information regarding significant actions, problems, or other matters of substance related to Survey Reports, including trends by organization, location, or equipment type.

H.11 Optional Use of Investigation Report of Motor Vehicle Accident (Standard Form 91)

H.11.1 To avoid duplication of investigation and reporting, NASA Headquarters and NASA Centers, including Component Facilities, are authorized to use the Investigation Report of Motor Vehicle Accident, Standard Form 91, in lieu of the Property Survey Report, NASA Form 598, when a motor vehicle is damaged or destroyed in an accident.

H.11.2 Completed copies of Standard Form 91 received by the Supply and Equipment Management Officer will be processed in the same manner as NASA Form 598.

H.11.3 Complete survey procedures need not be followed when a motor vehicle is damaged and the cost of replacement or repair does not exceed \$250; there is no bodily injury; and the Transportation Motor Vehicle Operations Officer, with approval of the Center's Chief Counsel Office, determines there is no negligence. However, a Standard Form 91 must be submitted to the Center Transportation Motor Vehicle Operations Officer.

H.11.4 Accidents involving a NASA employee operating a General Services Administration motor pool vehicle will be investigated and reported as prescribed in Federal Property Management Regulations, subpart 101-39.

H.12 Other Property Damage Reporting and Investigation Requirements

H.12.1 The Survey Report process is applied in conjunction with (other damage reporting and investigating processes) the Mishap Reporting process as defined in NPR 8621.1 NASA Procedural Requirements for Mishap Reporting, Investigating, and Recordkeeping. Mishap reporting and investigations determine mishap causes for the purpose of preventing their recurrence. The scope of mishaps as defined in NPR 8621.1 includes damage to property. If any damage meets the criteria of a mishap in accordance with the requirements of NPR 8621.1, the investigating authority identified by the Office of Safety and Mission Assurance will determine the cause of damage. The Property Survey Officer or Property Survey Board will perform their assessment after completion of the mishap investigation. The resulting determination of the cost of loss by the Property Survey Officer or Property Survey Board will be entered into the NASA Incident Reporting Information System (IRIS).

H.12.2 In addition to the requirements in NPR 8621.1, the requirements in NPR 7900.3, Aircraft Operations Management, Center Flight Operations Procedures, and FPMR 101-37.1105 also apply to mishaps involving damage or destruction to aircraft. The Supply and Equipment Management Officer must obtain approved copies of the appropriate mishap reports to delete the aircraft from the property records (in the cases of loss or destruction) and notify the Center financial management organization of the adjustment to the records. In the case of damage, aircraft will not be deleted from the property records, and the cost will not be adjusted if fully repaired; however, the Supply and Equipment Management Officer will keep copies of the approved mishap reports on file.

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